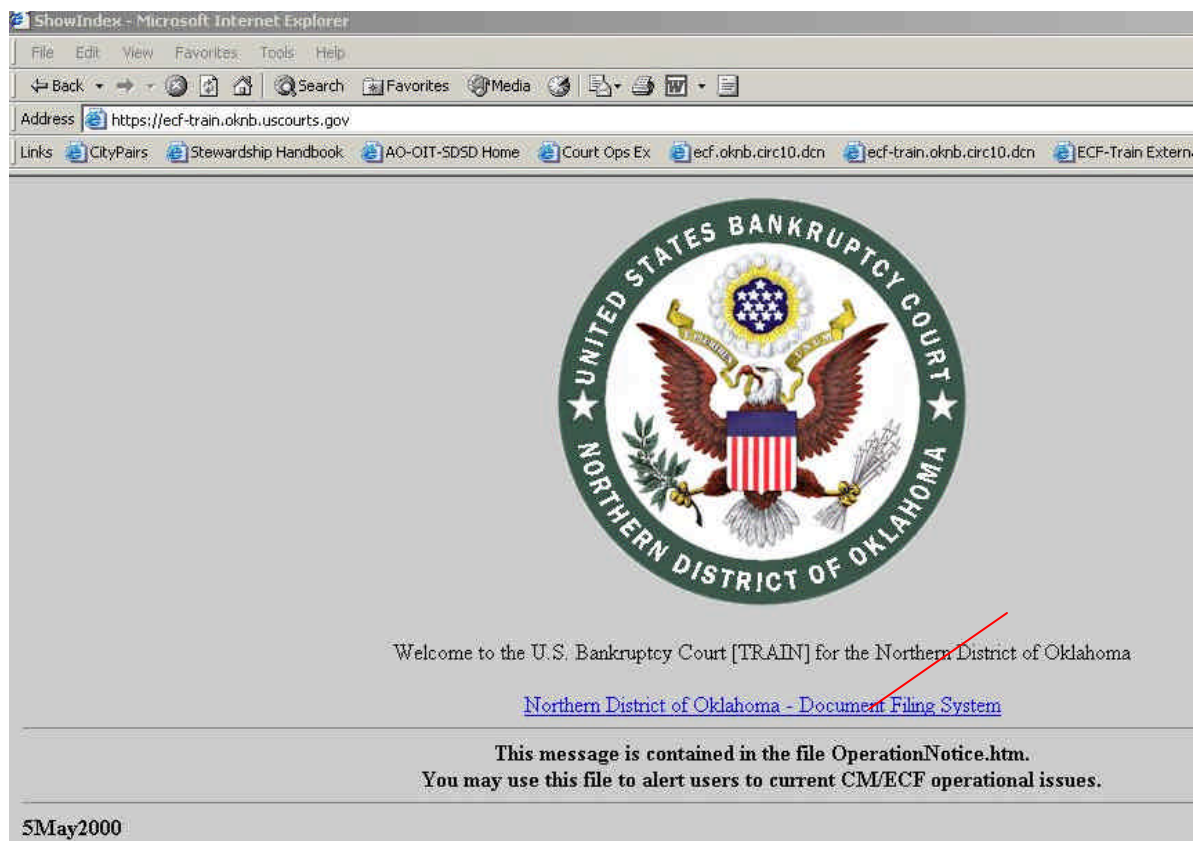


United States Bankruptcy Court  
for the  
Northern District of Oklahoma

**Welcome to the CM/ECF Program Interface for Attorneys**

This section will guide the Attorney user step by step to log onto the CM/ECF System and introduce some of the areas and functions of the System.

1. Access the CM/ECF System through the court website, PACER website, your own bookmark, or by typing in the URL. This training document will show screens and URL's from the Training Database only.



2. Click on the link to the Document Filing System.

## ECF/PACER Login

### Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

### Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

### Authentication

Login: trwilliams

Password: [masked]

client code: [empty]

Login Clear

*CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.*

3. Enter your CM/ECF Login and Password and click on the **Login** button. You may enter a client code, name, number if you would like to track your activity in the System.
4. The next screen to appear will be the welcome screen to the CM/ECF system. On this screen you will see the main menu bar in blue at the top of the screen, the seal of the court – which lets you know you logged into the correct court's System, our use warning and legal coverage, current system messages, your last login, and the current version date of the System. Some of the links on this page could lead you to other links that would take you out of the System which would require you to enter your Login and Password upon reentering the System.



5. The main menu bar contains six links to area in the system and a **Help** button.

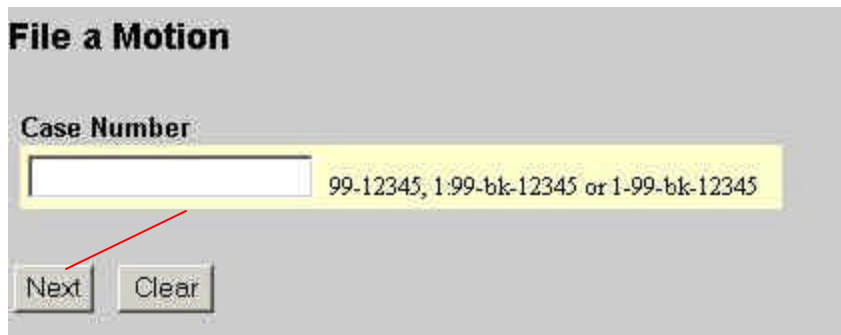


6. Clicking on **Bankruptcy** takes you to the Bankruptcy Events screen.

#### Bankruptcy Events

[Answer/Response...](#)  
[Appeal](#)  
[Claim Actions](#)  
[Miscellaneous/Other](#)  
[Motions/Applications](#)  
[Notices](#)  
[Open BK Case](#)  
[Open Involuntary Case](#)  
[Plan](#)  
[File Claims](#)  
[Creditor Maintenance...](#)  
[Judge/Trustee Assignment](#)  
[Case Upload](#)

7. Clicking on **Motions/Applications** will take you to a list of common actions. The first screen will request a case number.



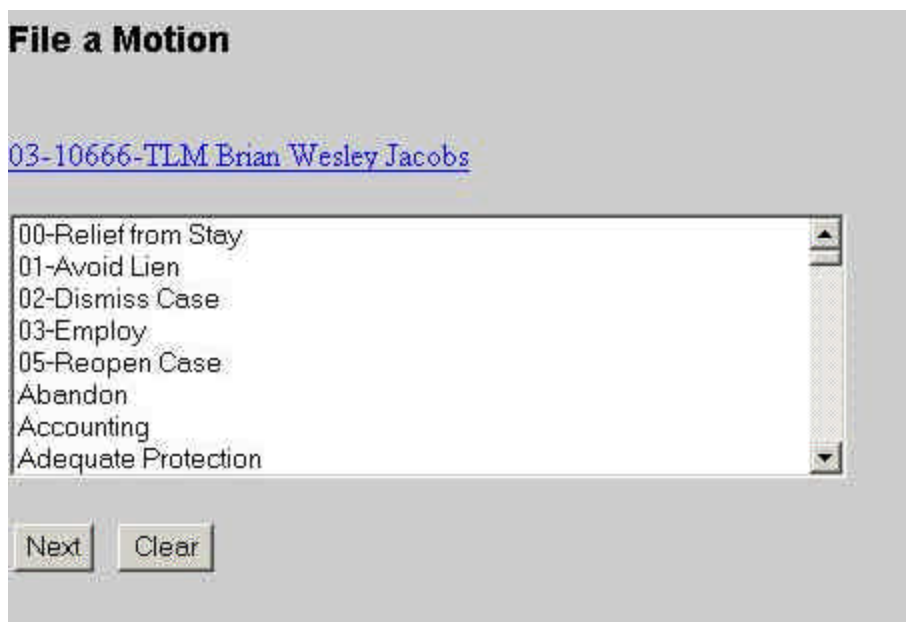
**File a Motion**

Case Number

99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next Clear

8. After entering a case number and clicking the **Next** button, a Motions and Applications list is displayed. Most of these actions will be easy to follow within the event mapped in the System.



**File a Motion**

[03-10666-TLM Brian Wesley Jacobs](#)

00-Relief from Stay  
01-Avoid Lien  
02-Dismiss Case  
03-Employ  
05-Reopen Case  
Abandon  
Accounting  
Adequate Protection

Next Clear



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9. Clicking on **Adversary** in the main menu bar will take you to events related to an adversary proceeding.

## Adversary Events

[Open AP Case](#)

[Answers...](#)

[Complaint & Summons \(use only AFTER case is opened\)](#)

[Motions](#)

[Notices](#)

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10. Clicking on **Query** in the main menu bar will take you to a menu which will allow you to search for a specific party or case. You may get a PACER Login screen at this point. Complete the Login and Password for your PACER account at this point.

## PACER Login

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### Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login

Reset



## Query

**Search Clues**

Case Number	<input type="text"/>	(Example: 99-80013)
Last Name	<input type="text" value="willi"/>	(Examples: Desoto, Des*t)
First Name	<input type="text"/>	Middle Name <input type="text"/>
SSN	<input type="text"/>	Tax ID <input type="text"/>
Type	<input type="text"/>	

11. At the **Query** screen, enter the information you have and click on the **Run Query** button. Results will appear on the next screen. If multiple results appear, select one of those listed.

## Select A Person

There were 10 matching persons.

<a href="#">Williams, Benny</a>	(pty)
<a href="#">Williams, Beverly R.</a>	(pty)
<a href="#">Williams, Elaine Susan</a>	(pty)
<a href="#">Williams, Frank</a>	(pty)
<a href="#">Williams, Franklin Benjamin</a>	(pty)
<a href="#">Williams, Joe</a>	(aty)
<a href="#">Williams, Sara B.</a>	(pty)
<a href="#">Williamson, Alice Viola</a>	(pty)
<a href="#">Willoughby, Steven Lee</a>	(pty)
<a href="#">williams</a>	(pty)

12. The case header information will appear along with links to additional information.

**03-11015-TLM** Steven Lee Willoughby  
Case type: bk Chapter: 7 Asset: No Vol: i Judge: Terrence L. Michael  
Date filed: 09/22/2003 Date of last filing: 09/23/2003

**Query**

<a href="#">Alias</a>	<a href="#">Status</a>
<a href="#">Associated Cases</a>	<a href="#">Trustee</a>
<a href="#">Attorney</a>	
<a href="#">Case File Location</a>	
<a href="#">Case Summary</a>	
<a href="#">Creditor</a>	
<a href="#">Deadline/Schedule</a>	
<a href="#">Docket Report...</a>	
<a href="#">Filers</a>	
<a href="#">History/Documents</a>	
<a href="#">Notice of Bankruptcy Case Filing</a>	
<a href="#">Party</a>	
<a href="#">Related Transactions</a>	

13. Select **Notice of Bankruptcy Case Filing** to display the electronic notice that contains the Court Seal with a time stamp.

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

14. Clicking on **Reports** in the main menu bar brings several reports from which you may choose.

**Reports**

- [Cases](#)
- [Claims Register](#)
- [Docket Report](#)
- [Calendar Events](#)
- [Creditor Mailing Matrix](#)

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

15. Clicking on **Utilities** in the main menu bar brings several for maintaining your account, switching the client information, and other items.

**Utilities**

<b>Your Account</b>	<b>Miscellaneous</b>
<a href="#">Internet Payments Due</a>	<a href="#">Mailings...</a>
<a href="#">Internet Payment History</a>	<a href="#">Verify a Document</a>
<a href="#">Maintain Your ECF Account</a>	<a href="#">Internet Fees/Payments...</a>
<a href="#">View Your Transaction Log</a>	
<a href="#">Your PACER Account...</a>	

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16. Select **Logout** from the main menu bar when you are ready to log off the System.

**ECF/PACER Login**

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**Authentication**

Login:

Password:

Client code:

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17. Clicking on the question mark (**Help** icon) will bring up a context help file. This file will list help for items that are currently displayed on the page. The help file displayed will be different depending on what page you are on when you click on the **Help** icon.



